

Information for

C. Louis Shields
Learning Resources Center
Coastal Carolina Community College

Purpose

The Learning Resources Center's purpose, in supporting the mission of the College, is to anticipate and support the needs of Coastal's students, faculty and staff. The library is primarily committed to providing: 1) an organized and readily accessible collection of up-to-date materials needed to meet institutional, instructional, and individual needs of students, staff, and faculty; 2) an atmosphere conducive to study and research; 3) a staff qualified, concerned, and involved in serving the needs of the students, faculty, and staff; 4) a collection development program that includes print, electronic, and other nonprint materials that directly support the needs of the curriculum students; 5) access to the collections of other libraries; 6) instruction in the use of resources to enable users to function in an information-driven society.

Hours of Operation

Monday - Thursday: 7:00 a.m. - 10:00 p.m.

Friday: 7:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 5:00 p.m.

Sunday: Closed

Hours of operation may vary during semester breaks, holidays, and summer sessions. Deviations from this schedule will be posted.

http://www.coastalcarolina.edu/lrc/lrc_home.htm

General Information

In order to ensure an atmosphere conducive to study, it is imperative to limit conversation. If discussion is necessary in the study areas, speaking in subdued tones is requested.

Food, beverages, and smoking are not permitted in the LRC.

The use of cellular phones is not permitted in the LRC.

Children under 16 years of age are not permitted in the LRC.

High school students, 16 and over, are permitted to use the materials in the LRC with written permission from their school librarian.

Online Catalog

For your convenience, there are 5 online catalog computers located on the first floor and 2 online catalog computers on the second floor. Holdings for all the community colleges that are part of CCLINC (Community College Libraries in North Carolina) are listed. To find materials at Coastal, click on **Coastal Carolina Community College**. To access the online catalog from home visit the website: <http://www.cclinc.ncccs.cc.nc.us/>. Once again, click on **Coastal Carolina Community College**.

Circulation and Loan Policies

In order to maintain an effective open-shelf arrangement, it is imperative to exercise control over materials leaving the LRC. All materials must be checked out at the Circulation Desk before being removed from the premises. This is a requirement for the efficient operation of the LRC. To aid the staff in maintaining control over the materials, a book detection system has been installed. If the system is activated, the college has the right to search you and your belongings for library materials.

Books may be used anywhere in the LRC. Users are requested not to re-shelve any materials but to leave them at the Circulation Desk or other designated drops. Library interns will re-shelve the materials.

Library materials, unless otherwise stated, normally circulate for a period of two weeks and are due on or before the last date stamped on the date due card. Materials should be returned to the Circulation Desk during the hours that the LRC is open. If the LRC is closed, materials may be placed in a book drop located at either entrance to the LRC.

Materials may be renewed one time. If the material is needed by another student before the last due date, the LRC reserves the right to recall the material.

Returning materials when they are due is a personal responsibility of the borrower. The LRC, as a courtesy, may mail a reminder notice after an item is overdue. There are no overdue fines at Coastal, however, replacement costs will be assessed on lost or damaged materials. These charges will be attached to your record and you will be barred from checking out additional materials and registering for classes until the account is cleared. You cannot check out books when you have other items that are overdue.

Materials and Services Available

Books - Books that may be checked out for outside use are located on the second floor of the LRC.

Reference Collection - Reference materials may not be checked out and are located on the first floor.

Periodicals - Current journals and newspapers are on the first floor. Back issues not in microform must be requested at the Circulation Desk. Periodicals must be used in the LRC.

Microforms - Microform materials and the equipment used to read them are located on the first floor. These materials must be used in the LRC.

Videos - Videos may be checked out by students for in-house use only. Forty-eight hours notice must be given for use of these materials.

Computers - Coastal's computers are located on the first floor of the LRC. Computers must be checked out at the Circulation Desk before use and checked in when you leave. These computers are for Internet research and e-mail only! Check with LRC personnel for other restrictions.

Reserve materials - These materials are for in-house use only.

Photocopying - Equipment is available for photocopying any form of library materials, however individuals should be cautious for infringement of copyright law. The cost is \$.10 per page.

Study Rooms - The study rooms are available for use by students. Rooms are reserved at the Circulation Desk for a maximum of two hours.

Interlibrary Loans - Materials not owned by the LRC may be obtained from other libraries, at no cost or a small fee. Ask LRC personnel for assistance.

Checkout procedures and information

You must have a valid Coastal Carolina Community College identification card in order to use LRC materials. A patron barcode must be obtained at the Circulation Desk before you check out any materials. Once you have been issued your personal barcode on the back of your ID, you will need to present it whenever you check out any LRC materials. **Materials CANNOT be checked out without the ID.** Please notify the LRC if your barcode is lost or stolen, or you will continue to be responsible for any items checked out in your name.